

FOUNDATION FOR THE CAROLINAS

Title: Event Supervisor Division/Department: Operations

Reporting To: Vice President, Special Events

FLSA Classification: Exempt Non-Exempt

Employment Type: Full Time Part Time Intern Contract

POSITION SUMMARY

Manage and perform event setup, breakdown and janitorial duties in support of the 220 North Tryon event rental line of business. Work alongside and oversee contractual event janitorial team. Respond to event and business needs in a timely and effective manner. Must be available to work weekends and late evenings with varying schedules as needed. Must be flexible in performing assigned duties, including, but not limited to the duties outlined below.

DUTIES & RESPONSIBILITIES

- Execute scheduling, compensation and event logistics for set-up/cleaning staff
- Responsible for managing and performing setup and break down of events including, but not limited to, removing and replacing event equipment (tables, chairs, podium, etc.), sweeping and mopping floors, refreshing restrooms and removal of client trash
- Responsible for janitorial services before, during and after events; maintaining event spaces and conference rooms, monitoring for cleanliness and responding to client and event team needs
- Required to be present the entire time of setup and tear down unless scheduled otherwise by supervisor.
- Respond to requests as instructed by Events Team
- Oversee job duties of part-time, contractual events janitorial team
- Perform efficiently in a client-focused, team-oriented environment
- Perform monthly deep cleaning of fourth floor kitchen area
- Maintain event equipment
- Assist with conference room meeting setup and cleanup for private and after business hours events
- Regularly clean and stock event space kitchens
- Set out rain mats on rainy days along with Wet Floor signs; keep in clean and safe condition
- Follow all safety and personnel rules and regulations
- Communicate and/or perform maintenance needs in event spaces
- Assist and direct vendors as needed
- Occasionally serve as backup to Day Porter, as needed
- Other duties as assigned

JOB QUALIFICATIONS

- High school diploma or GED
- Must be able to speak and write English fluently
- 1-2 years previous experience
- Basic computer skills and knowledge of Microsoft Office
- Working knowledge of AV equipment
- Good organizational skills
- Must have a sense of urgency
- Ability to multi-task
- Ability to work independently
- Ability to communicate with employees, management, vendors and clients on many levels
- Team player
- Must be able to lift 55 lbs.

POSITION SPECIFIC COMPETENCIES

Select from the following position-specific competencies. Please limit the total number of competencies to 10 or less.

All Employees: Communication & Interpersonal Skills

Executive Team: Leadership Strategic Thinking Fiscal Stewardship

All Supervisors: Delegating Responsibility & Empowering Employees Managing Employee Performance Ensures Consistent Policies & Practices

General:

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| <input type="checkbox"/> Affiliate Management | <input checked="" type="checkbox"/> Budgeting & Cost Awareness | <input type="checkbox"/> Building Organizational Commitment |
| <input type="checkbox"/> Building Team Environment | <input type="checkbox"/> Client Records | <input type="checkbox"/> Concern for Employee Satisfaction |
| <input type="checkbox"/> Customer Skills | <input checked="" type="checkbox"/> Dependability | <input type="checkbox"/> Ensures Proper Training in New Technologies |
| <input type="checkbox"/> Entrepreneurial Orientation | <input checked="" type="checkbox"/> Equipment Skills | <input type="checkbox"/> Fund Management |
| <input type="checkbox"/> Implementing New Technologies | <input checked="" type="checkbox"/> Initiative | <input type="checkbox"/> Innovative Thinking |
| <input checked="" type="checkbox"/> Job Skills | <input type="checkbox"/> Managing Meetings | <input type="checkbox"/> Managing Multiple Priorities |
| <input type="checkbox"/> Meeting Targets | <input type="checkbox"/> Presentation Skills | <input type="checkbox"/> Product Knowledge |
| <input checked="" type="checkbox"/> Productivity | <input type="checkbox"/> Project Management | <input checked="" type="checkbox"/> Quality of Work |
| <input type="checkbox"/> Relationship Building/Networking | <input checked="" type="checkbox"/> Results Oriented | <input checked="" type="checkbox"/> Technical Skills |
| <input checked="" type="checkbox"/> Time Management | <input type="checkbox"/> Training & Development | <input type="checkbox"/> Writing Skills |